

Threshold Criteria

To be considered for funding, an applicant's program/development must meet **all** of the criteria listed below. Programs/developments that fail to meet **any** criteria will not be scored. All supporting documentation must be included in the application.

1. The applicant must be eligible to apply for assistance under the State CDBG, HOME, or LIHTF program as outlined in the Eligible Applicants section.
2. If the applicant previously received funds under any IHFA program, the applicant must not:
 - a. Be on any IHFA suspension list;
 - b. Have an outstanding correctable IRS Form 8823 "Low Income Housing Credit Agencies Report of Noncompliance or Building Disposition."
3. The applicant must demonstrate that the undertaking meets all Federal and State requirements, as given in each Eligible Activity description. The applicant must demonstrate that the undertaking proposes to serve the appropriate beneficiaries as listed in the chart below. Rental development rents and occupancy restrictions must meet the applicable requirements throughout the specified period of affordability.
4. The applicant must demonstrate via a resolution that the appropriate amount of leverage or security is committed to the undertaking at the time of application (see chart below).

Activity Type	CDBG Leverage Requirement (% of award)	CDBG (% of area median income)	LIHTF Match Requirement (% of award)	LIHTF Security or Collateral Requirement	HOME or LIHTF Maximum Beneficiary Income Restrictions (% of area median income)
Housing Needs Assessment	10%	80%*	---	---	---
Feasibility Study	10%	80%*	---	---	---
CHDO Predevelopment Loan	---	---	---	---	80%**
CHDO Seed Money Loan	---	---	---	---	80%**
LIHTF Seed Money Loan	---	---	10%	100%	80%**

**CDBG funds are intended to benefit low and moderate-income people. However, due to the nature of a Housing Needs Assessment and a Feasibility Study, all segments of the population should be evaluated.*

***CHDO and LIHTF Loan beneficiary income restrictions vary based on activity type. Please review the eligible activities section for specific information.*

5. Incomplete applications will not be scored. During funding rounds when award recommendations fall below IHFA's internal funding goals, in its sole discretion, IHFA may allow additional information to be submitted for applications identified as being incomplete, having technical errors in the resolution, or having technical errors in the assurances and certifications. Staff will contact the applicant and require that the missing information be faxed and the original mailed to IHFA within seven calendar days. These applications will then be scored and ranked according to IHFA's published scoring criteria and allowed to compete for HOME, CDBG, or Low Income Housing Trust Fund awards, as they are available. However, they will only be recommended for funding after all complete applications with scores meeting or exceeding the published minimum have been recommended for funding.
6. Late applications will not be accepted.
7. CDBG applicants and the proposed area of study must be located outside of entitlement communities. CHDO or LIHTF Loans must be for developments that are eligible for HOME CHDO or LIHTF funding under IHFA's Housing from Shelters to Homeownership or HOME/LIHTF/RHTC programs.

8. If the applicant is a local unit of government, the applicant must demonstrate that it will complete an action to affirmatively further fair housing during the time frame of the CDBG award.
9. CHDO and LIHTF applicants must enclose a copy of the letter of notification about the housing activity that was sent to the highest elected official of each local unit(s) of government (i.e., city, town, or county) in which the housing activity will be located. If a site has not yet been identified, the letter should go to the county commissioners of the county in which the housing activity will be located, unless the applicant knows that the housing activity will be limited to a city or town. In that case, the letter would go to the mayor or town council president for the identified city or town. The letter must have been sent no more than 12 months prior to the application deadline. A sample letter of notification is provided in the Application Instructions for Exhibit 3.
10. Each application must be for one housing activity only.
11. IHFA reserves the right to disqualify from funding any applicant, subrecipient, or administrator that has a history of disregarding the policies, procedures, or staff directives associated with administering IHFA programs or the programs of other affordable housing funders such as the U.S. Department of Housing and Urban Development, Rural Development, or Federal Home Loan Bank of Indianapolis.